

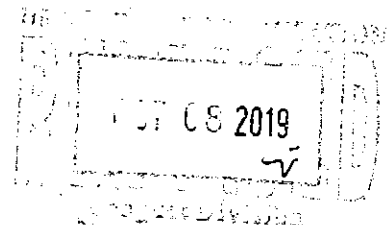



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|  | <p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Tel.No.- 422 6570 Email Add- benguet@deped.gov.ph</p> |  | <p>Document Code: SDO-BENG-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018</p> |
| <p>Division Memo No. <u>295a s. 2019</u></p> | | <p>Name of Office: OSDS-SDS Office</p> | |

TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operation Division
Public Elementary and Secondary School Heads
All others concerned



FROM:  **BENILDA M. DAYTACA, EdD, CESO VI**
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SUBJECT: **MONITORING OF THE PROCESS PERFORMANCE, CONFORMITY OF PRODUCTS AND SERVICES**

DATE: October 8, 2019

1. In compliance with the ISO 9001-2015 certification, monitoring reports on the quantity of completed transactions per personnel/section/unit/division based from the PMs/WIMs are required monthly.
2. The reports will be utilized as basis in identifying issues/concerns and risks, and to come-up with appropriate corrective actions for the improvement of our organization.
3. A template is provided for your reference.

Division: (OSDS, CID or SGOD)
Section/Unit: _____

MONITORING REPORT

| Title of PM/WIM | # of Transaction Completed | Issues/Concerns of Customers | Risks of Service Provider | Remarks/ Corrective Action |
|-----------------|----------------------------|------------------------------|---------------------------|----------------------------|
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4. Immediate dissemination of and strict compliance with this memorandum is desired.

CID/RAG/gcd